April 27, 2006

Support Intensity Scale - Implementation Integrity Checklist

Prior to Assessment Interview/Meeting
- ☐ Complete the SIS prior to Annual ISP Meeting (2 to 6 weeks preferred)
- ☐ All providers invited/included in assessment (2 week notice to provider if needed)
- ☐ Client included as much as possible or desired by client (positive for client)
- ☐ SIS is not given to some else to complete, or only interviewed by phone
- ☐ If any portion of the SIS is filled out prior to the assessment interview/meeting, limit this to less than half of the items and only those the person is clearly totally independent or clearly has no related skills - requiring the maximum type, frequency, and time of support.

Assessment Interview/Meeting
Introduction
- ☐ Explain general purpose of the SIS and how the information will be used
- ☐ Explain the roles including Support Coordinator, consumer, family and provider staff
- ☐ Brief overview of the SIS and the scoring system
- ☐ Provide a copy of the Scoring Key and the Expanded Item Descriptions
- ☐ All items are reviewed even if some pre-scored
- ☐ Opinions solicited from all participants in the interview/meeting

SIS Completed
- ☐ Booklet/electronic completed correctly (include respondents, interviewer, and date)
- ☐ Items marked "To" and "For" (5 to 15 preferred)
- ☐ Notes, especially for items marked "To" and "For" (individualized and meaningful)
- ☐ Risk Items/Assessment completed (add "to/for" & notes as needed)
- ☐ If completed paper Profile Form used, also enter in electronically in USTEPS
- ☐ SIS Report printed and filed in assessment section of consumer's DSPD file
- ☐ A copy of the SIS "Short Form" Report is given to the consumer and provider

Scored Correctly
- ☐ Scores reflect general functioning levels in other assessments
- ☐ Scores consistent across items (this is not an absolute, but may indicate problem)
- ☐ Scored correctly; no obvious scoring errors
  - ☐ Type (typical/composite, consider the whole activity)
  - ☐ Frequency (potential for maximum, not based on frequency of the activity)
  - ☐ Time (typical for a day support is needed, not typical day)
- ☐ Section 3 based on current needs
- ☐ Section 4 based on current needs
- ☐ Scored each item based on all available information at the time the SIS is completed.
- ☐ Professional judgment used (not just record what respondent says).

Planning
- ☐ SIS is used in planning, especially evident in the Action Plan and/or Support Strategies
- ☐ Personal goals include items based on "Most Important To" list
- ☐ Items on "Most Important For" list are addressed somewhere in the plan